

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.343
	STATE OF HAWAII	17.344
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Minimum Qualification Specifications
for the Classes:

STATE LANDS ASSISTANT ADMINISTRATOR
(STATE LANDS ASST ADMR)
STATE LANDS ADMINISTRATOR

Prerequisite Knowledge and Abilities Required:

Knowledge of: Principles and practices of real estate planning, development and management for commercial, industrial, agricultural or other income-producing purposes; laws, ordinances and codes governing land use, management and development; terminology and legal documents used in land management transactions; research methods and techniques; report writing; principles and practices of management and supervision; and for the State Lands Administrator, principles and practices of administration.

Ability to: Administer the State's land management, water development and Conservation District regulation programs; establish priorities and formulate program policies; plan, direct, supervise and evaluate the work of others; make sound recommendations on land management matters; establish and maintain cooperative and effective working relationships with staff, consultants, representatives of other government agencies, community interest groups and the general public; speak effectively in public hearings and before the Legislature; represent the State in negotiating real estate acquisition and disposition transactions, land use and development and engineering matters; and prepare clear and concise reports.

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under Specialized Experience below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other

documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Gen Exp (Yrs)	Spclzd Exp (Yrs)	Supvry Exp (Yrs)	Mgrl Exp (Yrs)	Adm Exp (Yrs)	Total Exp (Yrs)
State Lands Asst Admr	2-1/2	2	1	1	*	6-1/2
State Lands Admr	2-1/2	2	1	1	1	7-1/2

General Experience: Progressively responsible professional work which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate courses of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem solving methods and techniques, identify alternatives, use judgement in determining appropriate alternatives, and prepare clear and concise written reports and recommendations for action.

Specialized Experience: Responsible professional or administrative experience in land management which involved determining appropriate uses of lands; managing lands for commercial, industrial, agricultural or other income-producing purposes; making recommendations on the acquisition and disposition of real property; and identifying and resolving problems and conducting studies on land-related issues.

Supervisory Experience: Work experience which included: (1) planning, organizing, scheduling, and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult work problems; (4) training and developing subordinates; and (5) evaluating their work performance, and disciplining when necessary. Such experience may have been gained concurrently or separately with the managerial experience requirement.

Managerial Experience: Experience which involved responsibility for identifying program goals and objectives and

evaluating their attainment; identifying resource needs (manpower, materials, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; developing procedures; and actively participating in policy determination, budget formulation and execution.

Administrative Experience: Administrative experience which involved active participation in, and major responsibility for the development, management, execution and coordination of policies and programs.

*For the State Lands Assistant Administrator, administrative aptitude rather than actual administrative experience may be accepted. Administrative aptitude will be considered to have been met when there is strong evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

1. A master's degree from an accredited college or university may be substituted for one (1) year of General Experience.
2. Excess Specialized Experience may be substituted for the General Experience on a month-for-month basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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PART II
STATE LANDS ASST ADMR
STATE LANDS ADMINISTRATOR

Page 5
17.343
17.344

This is a change in title from Land Management Assistant Administrator and Land Management Administrator to STATE LANDS ASSISTANT ADMINISTRATOR (STATE LANDS ASST ADMR) and STATE LANDS ADMINISTRATOR; and an amendment to the minimum qualification specification which was approved on October 19, 1998.

DATE APPROVED: _____

JAMES H. TAKUSHI
Director of Human Resources Development